

**ADMINISTRATIVE ACTIONS**

1. PFA

a. A PFA is a semi-annual event comprised of BCAs (maximum weight for height screening and body fat percentage measurements) and PRTs (sit-reach, curl-ups, push-ups, and run/walk or swim). PFAs are required of active duty and reserve members, the results of which must apply towards administrative consequences of this instruction. Commanding officers may require additional PFAs/BCAs to monitor individual progression, but only the official semi-annual PFA will apply towards administrative consequences.

b. Failure to meet BCA or PRT standards prior to 1 May 2000 shall not count towards administrative consequences set forth in this instruction.

c. Members shall not participate in more than two official PFAs in a calendar year.

d. Only the first BCA and PRT of each official PFA meeting testing requirements of this instruction shall comprise member's PFA, if members participate in more than one BCA or PRT.

e. PFAs shall be completed at least 4 but not to exceed 8 months from preceding PRT.

f. BCA shall normally be taken within 10 days of, but absolutely not less than 24 hours, prior to participation in PRT. Refer to reference (b) for Drilling Reservists.

g. Members shall be provided written notification at least 10 weeks in advance of dates for conducting PFA components. Personnel who have not been given 10 weeks notice shall not participate in PRT. Written notification shall specify time periods during which PFA components shall be conducted. Components conducted outside these periods shall not comprise the same PFA.

h. Only BCA taken by CFLs (or designated and trained assistant CFLs) shall apply toward Physical Readiness Program administrative actions.

- i. Failure of BCA as part of a PFA is a PFA failure.
- j. Failure of PRT as part of a PFA is a PFA failure.
- k. Failing both BCA and PRT of the same PFA shall be counted as one PFA failure.
- l. Members shall not be deemed to acquire a PFA failure or pass when medical waiver is granted for BCA and all PRT events during a PFA.
- m. If members fail to achieve "Probationary" standard or better for any PRT event, participation in another PRT to apply to the same PFA is not permitted.
- n. Reassessment of body composition is not permitted
  - (1) if member fails to meet BCA standards during PFA; or
  - (2) if corresponding PRT is cancelled or rescheduled.

## 2. Injury or Illness During PRT

a. If injury or illness during PRT impairs normal performance and the COs determines the illness or injury was not due to the member's failure to participate in an effective conditioning program, medical waiver for the event in which the injury occurred and subsequent event(s) is authorized. PFA shall then be comprised of either

(1) Results of PRT in which the member was injured or ill provided the PRT is graded per this instruction, or

(2) A subsequent PRT conducted and graded per this instruction.

b. If injury or illness during PRT impairs normal performance and the COs determines the illness or injury was due to member's failure to participate in an effective conditioning program, the cos:

(1) Shall not authorize a medical waiver for the event in which the injury occurred and subsequent events.

(2) shall use results to constitute member's PFA. PRT shall be graded per this instruction. (Members shall not be allowed to participate in a subsequent PRT.)

c. When members are injured or become ill during PRT or physical training, CFLs shall report to command safety officer. Command safety officer shall report injury or illness to COMNAVSAFECEN using guidance contained in chapter 14 of reference (j). Include as information addressees BUMED (MED-02), NAVPERSCOM (PERS-651), and NHRC.

### 3. Tracking PFA Failures

a. Member's command is responsible for tracking PFA results and taking appropriate administrative action.

b. Members shall be notified in writing following each PFA failure.

(1) Written counseling shall detail substandard performance requiring correction, action required of members, and administrative consequences for failure to correct performance. If deemed appropriate by COs additional actions may be included.

#### (2) Enlisted Members

(a) Written counseling shall include at least one NAVPERS 1070/613, Administrative Remarks (appendix A of this enclosure).

(b) Signed original NAVPERS 1070/613 shall be forwarded to NAVPERSCOM (PERS-31) for inclusion in permanent personnel record and copy shall be placed in member's field service record.

#### (3) Officers

(a) When members acquire first or second failure in most recent four-year period, COs are not required to make an adverse entry in permanent service record. Written notification similar to appendix B of this enclosure is sufficient to meet the requirement of written counseling. There is no requirement to forward this notification to NAVPERSCOM.

(b) Appendix C of this enclosure is sufficient, to meet the requirement of written counseling required, when

1. it is first or second failure in most recent four-year period and the COs thinks an adverse entry in the permanent service record is warranted, or

2. there is cause to believe that the officer is physically unqualified for promotion as a result of PFA failure or,

3. it is third or greater failure in 4 years.

original counseling shall be forwarded to NAVPERSCOM (PERS-834) with a copy of NAVPERS 1610/2 or NAVPERS 1611/2.

c. Documentation of written counseling provided anytime prior to members acquiring third PFA failure in a 4-year period is sufficient notice for all administrative actions specified in this instruction.

4. PCS Transfer. Members who fail to meet BCA or PRT standards including those with 3 or more PFA failures in most recent 4-year period, may transfer on Permanent Change of Station (PCS) orders. Members must meet all requirements including obligated service. PCS transfer to some designated duties may be restricted to members who are within standards at time of transfer or on most recent PFA. Contact community detailers and receiving command for guidance.

a. Individuals not in standards and currently under Sea Duty orders shall contact the MDR performing the screening so that the Sailor's next command can be notified of Body Composition percent.

b. If individuals report at next command significantly out of Body Composition percent, are found unable to perform duties on platform, or MDR finds Sailor is not compatible for platform, refer to reference (k), article 15-30.

5. Schools and Select Communities

a. Certain communities may require members to remain within BCA or PRT standards to retain standing in that community. Contact community detailers or school command for guidance.

b. Select schools may require members to report within BCA or PRT standards in order to be accepted for training, or require members to be within standards to graduate. Contact community detailers or school command for guidance.

6. Promotion, Advancement, Frocking, and Redesignation  
(Figure 8-1)

a. Authority to recommend, deny, or execute advancement, promotion, frocking, or redesignation per references (g), articles 1420-020 and 1420-060, (l), (m), and (n), shall remain discretion of COs or appropriate authority except for situations covered in paragraphs b and c below. Nothing in this instruction shall be construed as requiring advancement, promotion, frocking, or redesignation of members, officer or enlisted, where COs do not consider members physically or otherwise qualified for advancement, promotion, frocking or redesignation.

b. Officers. Officers who fail three or more PFAs in most recent 4-year period and are not meeting fitness progression shall not be promoted, frocked, or redesignated until members

(1) subsequently passes three consecutive PFAs, or

(2) no longer possesses three PFA failures in most recent 4-year period.

c. Enlisted Members

(1) Members who fail three or more PFAs in most recent 4-year period and are not meeting fitness progression

(a) Shall not be frocked or advanced until member

1. Subsequently passes three consecutive PFAs and are within standards on day of action, or

2. No longer possesses three PFA failures in most recent four-year period.

(b) Are ineligible to compete for advancement (take advancement examination) until passing two consecutive PFAs. Members may not be advanced or frocked until passing three consecutive PFAs.

(2) Members who have failed less than three PFAs in most recent four-year period may be frocked and advanced.

d. Waiver requests will not be considered.

7. PFA Codes. Codes for use in NAVPERS 1610/2, NAVPERS 1611/2, and NAVPERS 1616/26 shall use three letters with a slash (/) between first and second letter. In all cases, the single letter to left of slash shall only indicate performance on most recent PRT (exercise portion of PFA) occurring during the reporting period. Two letters to right of slash shall only indicate most recent BCA of PFA.

a. PRT results. Only letters P (Pass), F (Fail), M (Medically Waived), and N (Not Tested) shall be used.

(1) "P" shall be used when members achieve "Probationary" standard or better on two or PRT events (excluding or two sit-reach) events with an authorized medical waiver for the third.

(2) "F" shall be used when members participate in all or part of PRT and fail to achieve "Probationary" standard or better on any event (excluding sit-reach).

(3) "M" shall be used when members are granted medical waiver from two or more PRT events (excluding sit-reach) and achieve "Probationary" standard or better on all non-medically waived events. Pregnancy is a medical condition.

(4) "N" shall be used when members do not participate in one or more non-medically waived PRT events. When "N" is used, justification must be provided in "Comments on Performance" block of NAVPERS 1610/2, NAVPERS 1611/2 or NAVPERS 1616/26.

b. BCA. Only combinations WS (Within Standards), NS (Not Within Standards), MW (Medically Waived from Measurement), and XX (Not Weighed or Measured) shall be used.

(1) "WS" shall be used when members are determined to be "within" BCA standards.

(2) "NS" shall be used when members are determined to be "not within" BCA standards.

(3) "MW" shall be used for pregnancy or unusual cases where member's weight or circumference stat distorted by a temporary medical condition.

(4) "XX" shall be used for rare cases where it is not possible to weigh or measure member. Justification must be provided in "Comments on Performance" block of NAVPERS 1610/2, NAVPERS 1611/2 or NAVPERS 1616/26.

8. NAVPERS 1610/2, NAVPERS 1611/2 and NAVPERS 1616/26

a. Authority to assign marks regarding promotability, retention, and other NAVPERS 1610/2, NAVPERS 1611/2 or NAVPERS 1616/26 items of members per reference (d), shall remain the discretion of COs except for situations covered in paragraphs below.

b. Annotate NAVPERS 1610/2, NAVPERS 1611/2, and NAVPERS 1616/26 thus:

(1) Results from most recent PFA performed during reporting period shall be recorded in Block 20 using appropriate PFA codes. Results for Flag Officers shall be recorded in block 15a of NAVPERS 1611/2, Report on the Fitness of Flag Officers and Flag Selectees.

(2) Results of all PFAs (except most recent) performed during reporting period shall be documented in "Comments on Performance" section using appropriate PFA codes. Results may be documented in the following manner:

(a) Apr 0X PFA: M/MW.

(b) Oct 0X PFA: M/XX. Unauthorized absence.

c. Performance trait grades and recommendations shall conform to the following:

(1) No minimum mark for "Military Bearing" or for promotability and retention is mandated or prohibited for:

(a) reporting period in which member's first or second PFA failure in a 4-year period occurs, and

(b) reporting period in which member's third PFA failure in a 4-year period occurs if members are meeting prescribed fitness progression.

(2) For reporting period in which members fail third or more PFA in most recent 4-year period and are not meeting prescribed fitness progression,

(a) Enlisted members shall receive

1. A grade of 1.0 in "Military Bearing".

2. Marks of "Significant Problems" and "Retention Not Recommended", respectively.

(b) Officers shall receive

1. A grade of 1.0 in "Military Bearing".

2. mark for promotability shall be "Significant Problems".

d. Reporting seniors shall use their discretion when determining "Military Bearing" and retention recommendation marks for a reporting period in which a member passes all PFAs. Overall scores of "Outstanding" or "Excellent" are not required for assigning 5.0 in "Military Bearing".

#### 9. Reenlistment and Extension

a. Enlisted members who fail to meet PFA standards three or more times in most recent four-year period are ineligible for reenlistment until they pass three consecutive PFAs.

b. Reenlistment of members with 18 or more years of service or otherwise within two years of qualifying for retirement is subject to 10 U.S.C., sections 1176 and 12686. Achieving 18 or



more years of service does not provide sanctuary from separation due to PFA failures. It only requires that separation authority come from CHNAVPERS or higher.

c. Upon request and with CO's approval members may be extended in 6-month increments per reference (c), article 1160-040, to allow them to pass three consecutive PFAs and become eligible for reenlistment per reference (c), article 1160-030. Copy of extension request, or offer and denial or acceptance shall be forwarded to NAVPERSCOM (PERS-4). The limit of extensions to an aggregate of 48 months in any single enlistment remains in effect.

d. Failure of PFA during extension period for above reason shall prevent additional extension and result in discharge at end of Expiration Active Obligated Service (EAOS).

e. Waiver requests will not be considered.

10. TAD. PFA shall be conducted per this instruction.

11. Conducting PFAs at Service Schools of Less Than 10-Weeks Duration

a. If PFA is to be conducted, PFA shall be conducted per this instruction.

b. When meeting minimum fitness standards is a graduation requirement, schools may conduct PRT under the following circumstances:

(1) Members have a current PHA.

(2) Members have current periodic physical examination.

(3) Schools have a moderately paced fitness training program in which student has developed (or maintained) and demonstrated a level of fitness during school that allows safe participation in PRT.

c. Ensure PFA results are forwarded to member's next command to avoid members participating in more than two PFAs per calendar year.

12. Conducting PFA at Schools of More Than 10-Weeks Duration

- a. PFA shall be conducted per this instruction.
- b. Ensure results are forwarded to member's next command to avoid members participating in more than two PFAs per calendar year.

13. Duty Under Instruction (DUINS). Members who are in a DUINS status are subject to provisions of this instruction. PFA is to be conducted by member's reporting unit.

14. Isolated Duty Stations

a. Members serving at isolated duty stations shall comply with requirements of this instruction, as determined by the CO or

b. PRT may be suspended or Commander's, CO's, and or OIC's discretion. BCA shall be performed.

15. Service at Multi-Service Commands, With Another Service, or at Unified Joint Commands

a. Members shall comply with provisions of this instruction.

b. Members serving with U.S. Marine Corps (USMC)

(1) Must participate in BCA per this instruction.

(2) Who choose to take and pass USMC Physical Fitness Test (PFT), has met requirements of PRT.

(3) Who choose to take and fail USMC PFT, shall be tested on PRT when sufficient conditioning has occurred.

(4) Who fail USMC PFT shall not be subject to administrative action under this instruction for that failure.

16. Newly Reported Personnel. Members who report to a command other than service school command, less than 10 weeks prior to scheduled date or dates of PFA

a. Cannot be required to participate in PRT.

b. May voluntarily participate in PRT if within BCA standards, have a current periodic physical examination, and have a current PHA. Commands shall document voluntary consent to participate.

c. Can be required to participate in BCA.

17. Selected Reserve (SELRES)

a. SELRES members shall comply with provisions of this instruction.

b. PFA shall be responsibility of Naval Reserve activity Commanders, COs, and OICs as directed by reference (b).

18. Limited Duty (LIMDU)

a. Members on LIMDU shall receive guidance from medical department concerning type(s) and duration(s) of activities appropriate to maintain physical conditioning and appropriate body composition, given the nature of illness or injury.

b. Members on LIMDU who are not medically waived from participation in PFA and do not meet standards are subject to appropriate administrative action.

c. Members who are ineligible for frocking, advancement, reenlistment, or incur other administrative consequences due to PFA failures prior to being assigned to limited duty remain ineligible during LIMDU period.

d. Members who are removed from LIMDU status less than 10 weeks prior to a scheduled PFA shall participate in all portions of PFA for which medically cleared.

19. Physical Evaluation Board (PEB)

a. Inability to meet Physical Readiness Program standards or lack of participation in PFA does not justify referral to PEB.

b. Inability to participate in or pass PFA shall not be the

sole basis for a finding of "Unfit" to continue naval service by PEB.

c. A "Fit" finding by PEB does not mean members are automatically able or ready to participate in PFA. This also does not preclude members being determined unsuitable due to inability to participate in PFA.

## 20. Obligated Service

a. Nothing in this instruction requires separation of members during a period of obligated service when CHNAVPERS determines that retention is in best interest of Navy.

b. Members shall not be processed for administrative separation solely for failure to meet Physical Readiness Program standards.

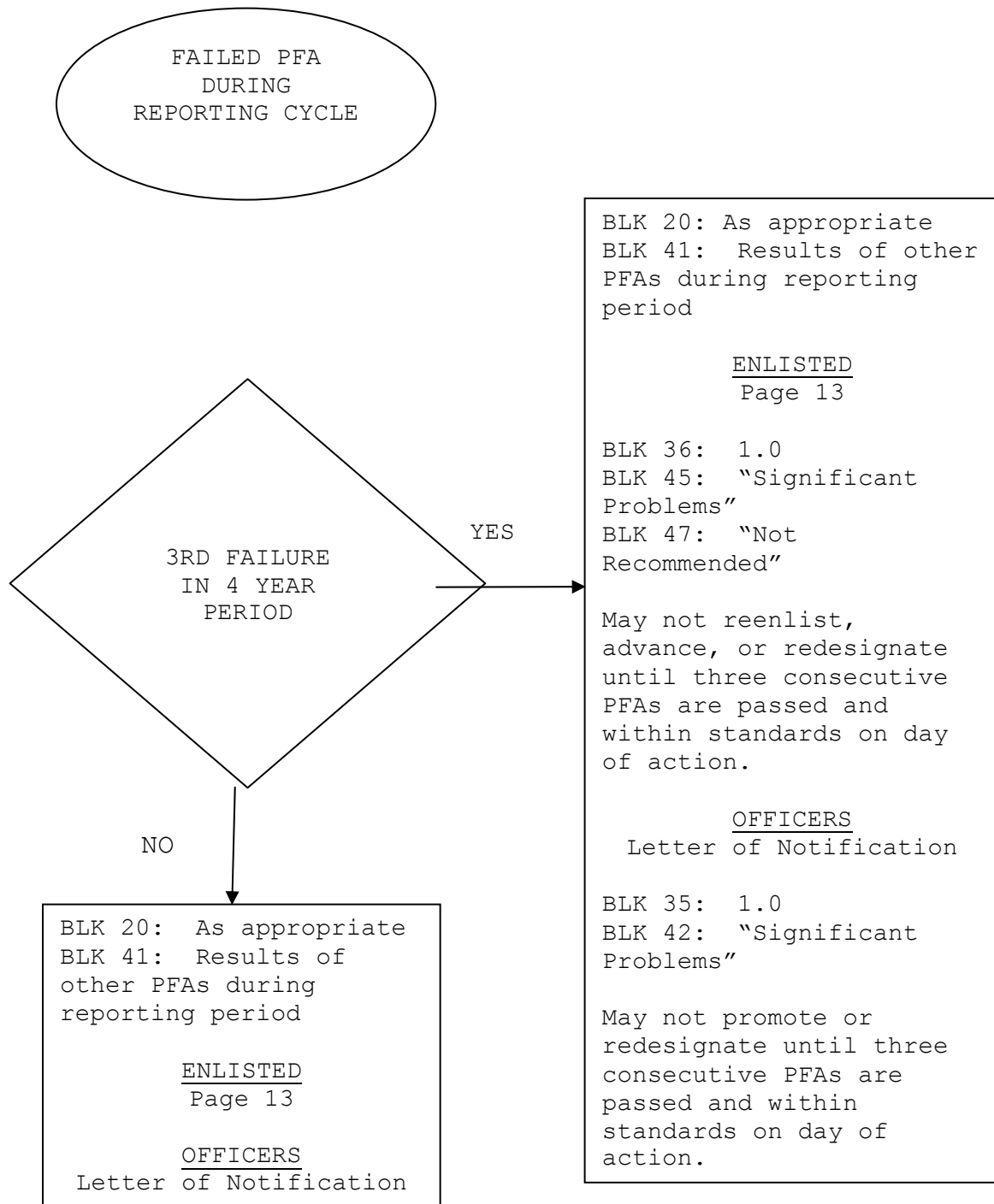
## 21. Participation in ShipShape

a. NAVPERS 1070/613, Administrative Remarks entry shall be made in the service record documenting completion of participation, refusal to participate when offered, or premature termination of members who are required by their command to attend for failure to meet Physical Readiness Program standards.

b. CFLs shall enter results of FEP-required BCA and PRTs in PRIMs.

22. Procedural Rights. Failure to adhere to provisions of this instruction by those responsible command officials tasked with its implementation creates no substantive or procedural rights among those individuals who fail to comply with the standards of the Physical Readiness Program.

**Figure 8-1. Physical Fitness Assessment Failure  
Consequence Decision Process.**



**ADMINISTRATIVE COUNSELING/WARNING**  
**(Place on NAVPERS 1070/613, Administrative Remarks Page)**

1. You are being retained in the naval service; however, the following deficiencies in your performance and or conduct are identified:

- a. ☐ Failure to meet body composition assessment standards.

Date of body composition assessment: \_\_\_\_\_.

Weight (lbs): \_\_\_\_\_ Height (in): \_\_\_\_\_ Neck (in): \_\_\_\_\_  
Abdomen (in): \_\_\_\_\_ Waist (in): \_\_\_\_\_ Hips (in): \_\_\_\_\_

Body fat (%): \_\_\_\_\_

- b. ☐ Failure to meet physical readiness test standards.

Date of PRT: \_\_\_\_\_.

Push-ups (#): \_\_\_\_\_ Curl-ups (#): \_\_\_\_\_  
Run (min:sec): \_\_\_\_\_ Swim (min:sec): \_\_\_\_\_

Event(s) failed: ☐ push-ups ☐ curl-up ☐ run ☐ swim

- c. In the most recent 4 years this is your ☐1<sup>st</sup> ☐2<sup>nd</sup> ☐3<sup>rd</sup>  
☐ greater failure to meet standards.

2. The following corrective actions are required as of this date:

a. Actively participate in a Fitness Enhancement Program (FEP) directed and monitored by your command. You shall participate until your body fat percentage is below the upper allowable Navy limit and you achieve "Good-Low" or better on all unwaivered PRT events in two consecutive PFAs.

b. Physically train at a minimum of three sessions each week. Each session shall include at least 20-40 minutes of aerobic exercise, muscular strength and endurance activities, and flexibility exercises.

c. Read and complete NAVPERS 15602A, Navy Nutrition and Weight Control Self-Study Guide.

d. Establish a healthy diet.

3. Assistance is available through your chain of command, medical department personnel, and Morale, Welfare, and Recreation Fitness professionals. Your Command Fitness Leader, \_\_\_\_\_, can assist you in obtaining guidance from each.

4. You are aware of the administrative actions for failure of a first or second PFA in the most recent 4-year period. These include, but are not limited to

a. documentation of your PFA result(s) on your enlisted evaluation for the reporting period in which the failure(s) occurred.

b. ineligibility to transfer to any special duty or school if you do not meet physical readiness standards for that duty or school.

c. other actions as deemed appropriate by your chain of command.

5. You are aware of the administrative actions for failure of a third PFA in the most recent 4-year period. These include, but are not limited to, those above and

a. mark of 1.0 in "Military Bearing" for the reporting period in which the failure occurred.

b. marks for promotability and retention shall be "Significant Problems" and "Retention Not Recommended", respectively.

c. ineligibility for frocking, advancement, or reenlistment until you pass all PRTs and are within standards for all body composition assessments for three consecutive PFAs.

d. may only be granted an enlistment extension at CO's discretion to participate in next immediate PFA. Failure of a PFA before three consecutive passes shall result in discharge at end of active obligated service.

6. This counseling/warning entry is made to afford you an opportunity to undertake the recommended corrective actions. As stated above, your failure to meet Physical Readiness Program standards may result in adverse administrative actions.

7. This counseling/warning entry is based upon known failures in your compliance with the Physical Readiness Program. Any unknown failure(s) or unrelated deficiencies in performance or conduct will invalidate this counseling/warning entry and result in judicial or non-judicial actions.

8. No additional written notification need be issued to execute the administrative actions specified in this document.

\_\_\_\_\_  
Commanding Officer

☐ I acknowledge the above counseling/warning and understand its contents.

☐ I have been informed of my right to submit a statement in response to this counseling/warning (initial one below).

\_\_\_\_\_ I intend to submit a statement. I will submit my statement within 10 days of this date.

\_\_\_\_\_ I do not intend to submit a statement.

\_\_\_\_\_  
Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness's Signature

\_\_\_\_\_  
Date

Copy to:  
NAVPERSCOM (PERS-313C)



**NOTIFICATION OF PFA FAILURE BY OFFICER  
FOR OFFICIAL USE ONLY (When Filled In)**

From: Commanding Officer, COMMAND  
To: Rank, Name, (Corps), USN(R), (SSN/Designator)  
Subj: NOTIFICATION OF PHYSICAL FITNESS ASSESSMENT (PFA) FAILURE  
WITHOUT ADVERSE ACTION

Ref: (a) OPNAVINST 6110.1G  
(b) SECNAVINST 1420.1A  
(c) SECNAVINST 1412.6K  
(d) SECNAVINST 1412.8  
(e) SECNAVINST 1421.4D  
(f) SECNAVINST 1421.7B

1. You are advised that you failed to meet Physical Fitness Assessment (PFA) standards of reference (a). The following deficiencies in your performance/conduct are identified:

a. ☐ Failure to meet body composition assessment standards.

Date of body composition assessment: \_\_\_\_\_.

Weight (lbs): \_\_\_\_\_ Height (in): \_\_\_\_\_ Neck (in): \_\_\_\_\_  
Abdomen (in): \_\_\_\_\_ Waist (in): \_\_\_\_\_ Hips (in): \_\_\_\_\_

Body fat (%): \_\_\_\_\_

b. ☐ Failure to meet physical readiness test standards.

Date of PRT: \_\_\_\_\_.

Push-ups (#): \_\_\_\_\_ Curl-ups (#): \_\_\_\_\_  
Run (min:sec): \_\_\_\_\_ Swim (min:sec): \_\_\_\_\_

Event(s) failed: ☐ push-ups ☐ curl-up ☐ run ☐ swim

☐ c. In the most recent 4-years this is your 1<sup>st</sup> ☐ 2<sup>nd</sup> ☐ 3<sup>rd</sup> ☐  
☐ greater failure to meet standards.

**FOR OFFICIAL USE ONLY (When Filled In)**

**FOR OFFICIAL USE ONLY (When Filled In)**

Subj: NOTIFICATION OF PHYSICAL FITNESS ASSESSMENT (PFA) FAILURE  
WITHOUT ADVERSE ACTION

2. The following corrective actions are required as of this date:

a. Actively participate in a Fitness Enhancement Program (FEP) directed and monitored by your command. You shall participate until your body fat percentage is below the upper allowable Navy limit and you achieve "Good-Low" or better on all unwaivered PRT events in two consecutive PFAs.

b. Physically train at a minimum of three sessions each week. Each session shall include at least 20-40 minutes of aerobic exercise, muscular strength and endurance activities, and flexibility exercises.

c. Read and complete NAVPERS 15602A, Navy Nutrition and Weight Control Self-Study Guide.

d. Establish a healthy diet.

3. Assistance is available through your chain of command, medical department personnel, and Morale, Welfare, and Recreation Fitness professionals. Your Command Fitness Leader, \_\_\_\_\_, can assist you in obtaining guidance from each.

4. You are aware of the administrative actions for failure of a first or second PFA in the most recent 4-year period. These include, but are not limited to:

a. Documentation of your PFA result(s) on your NAVPERS 1610/2/NAVPERS 1611/2 for the reporting period in which the failure(s) occurred.

b. Ineligible to transfer to any special duty or school if you do not meet physical readiness standards for that duty or school.

**FOR OFFICIAL USE ONLY (When Filled In)**

**FOR OFFICIAL USE ONLY (When Filled In)**

Subj: NOTIFICATION OF PHYSICAL FITNESS ASSESSMENT (PFA) FAILURE  
WITHOUT ADVERSE ACTION

c. Other actions as deemed appropriate by your chain of command and per references (b) through (f).

5. You are aware of the administrative actions for failure of a third PFA in the most recent 4-year period. These include, but are not limited to, those above and

a. a mark of 1.0 in "Military Bearing" for the reporting period in which the failure occurred, and

b. mark for promotability shall be "Significant Problems".

6. This counseling/warning entry is made to afford you an opportunity to undertake the recommended corrective actions. As stated above, your failure to meet PFA standards may result in adverse administrative actions.

7. This counseling/warning entry is based upon known failures in your compliance with the Physical Readiness Program. Any unknown failure(s) or unrelated deficiencies in performance or conduct will invalidate this counseling/warning entry and result in judicial or non-judicial actions.

8. This notification will not leave the command. No additional written notification need be issued to execute the administrative actions specified in this document.

\_\_\_\_\_  
Commanding Officer

- - - - -  
From: Rank, Name, (Corps), USN(R), (SSN/Designator)  
To: Commanding Officer, COMMAND

☐ I acknowledge receipt of the above letter and understand its contents.

**FOR OFFICIAL USE ONLY (When Filled In)**

**FOR OFFICIAL USE ONLY (When Filled In)**

Subj: NOTIFICATION OF PHYSICAL FITNESS ASSESSMENT (PFA) FAILURE  
WITHOUT ADVERSE ACTION

☐ I understand that this is my formal notification of PFA failure.

\_\_\_\_\_  
Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness's Signature

\_\_\_\_\_  
Date

**FOR OFFICIAL USE ONLY (When Filled In)**

OPNAVINST 6110.1G  
10 October 2002

**NOTIFICATION OF PFA FAILURE BY OFFICER  
FOR OFFICIAL USE ONLY (When Filled In)**

From: Commanding Officer, COMMAND  
To: Rank, Name, (Corps), USN(R), (SSN/Designator)  
Subj: NOTIFICATION OF PHYSICAL FITNESS ASSESSMENT (PFA) FAILURE  
WITH ADVERSE ACTION  
Ref: (a) OPNAVINST 6110.1G  
(b) SECNAVINST 1420.1A  
(c) SECNAVINST 1412.6K

1. You are advised that you failed to meet Physical Fitness Assessment standards of reference (a). The following deficiencies in your performance and or conduct are identified:

a. ☐ Failure to meet body composition assessment standards.

Date of body composition assessment: \_\_\_\_\_

Weight (lbs): \_\_\_\_\_ Height (in): \_\_\_\_\_ Neck (in): \_\_\_\_\_  
Abdomen (in): \_\_\_\_\_ Waist (in): \_\_\_\_\_ Hips (in): \_\_\_\_\_

Body fat (%): \_\_\_\_\_

b. ☐ Failure to meet physical readiness test standards.

Date of PRT: \_\_\_\_\_.

Push-ups (#): \_\_\_\_\_ Curl-ups (#): \_\_\_\_\_  
Run (min:sec): \_\_\_\_\_ Swim (min:sec): \_\_\_\_\_

Event(s) failed: ☐ push-ups ☐ curl-up ☐ run ☐ swim

c. ☐ In the most recent 4-years this is your 1<sup>st</sup> ☐ 2<sup>nd</sup> ☐  
3<sup>rd</sup> ☐ ☐ greater failure to meet standards.

2. The following corrective actions are required as of this date:

**FOR OFFICIAL USE ONLY (When Filled In)**

**FOR OFFICIAL USE ONLY (When Filled In)**

Subj: NOTIFICATION OF PHYSICAL FITNESS ASSESSMENT (PFA) FAILURE  
WITH ADVERSE ACTION

a. Actively participate in a Fitness Enhancement Program (FEP) directed and monitored by your command. You shall participate until your body fat percentage is below the upper allowable Navy limit and you achieve "Good-Low" or better on all unwaivered PRT events in two consecutive PFAs.

b. Physically train at a minimum of three sessions each week. Each session shall include at least 20-40 minutes of aerobic exercise, muscular strength and endurance activities, and flexibility exercises.

c. Read and complete NAVPERS 15602A, Navy Nutrition and Weight Control Self-Study Guide.

d. Establish a healthy diet.

3. Assistance is available through your chain of command, medical department personnel, and Morale, Welfare, and Recreation Fitness professionals. Your Command Fitness Leader, \_\_\_\_\_, can assist you in obtaining guidance from each.

4. You are aware of the administrative actions for failure of a first or second PFA in the most recent 4-year period. These include, but are not limited to

a. documentation of your PFA result(s) on your NAVPERS 1610/2/NAVPERS 1611/2 for the reporting period in which the failure(s) occurred.

b. Ineligible to transfer to any special duty or school if you do not meet physical readiness standards for that duty or school.

c. Other actions as deemed appropriate by your chain of command and per references (b) and (c).

**FOR OFFICIAL USE ONLY (When Filled In)**

**FOR OFFICIAL USE ONLY (When Filled In)**

Subj: NOTIFICATION OF PHYSICAL FITNESS ASSESSMENT (PFA) FAILURE  
WITH ADVERSE ACTION

5. You are aware of the administrative actions for failure of a third PFA in the most recent 4-year period. These include, but are not limited to, those above and

a. a mark of 1.0 in "Military Bearing" for the reporting period in which the failure occurred, and

b. mark for promotability shall be "Significant Problems".

6. This counseling/warning entry is made to afford you an opportunity to undertake the recommended corrective actions. As stated above, your failure to meet PFA standards may result in adverse administrative actions.

7. This counseling/warning entry is based upon known failures in your compliance with the Physical Readiness Program. Any unknown failure(s) or unrelated deficiencies in performance or conduct will invalidate this counseling/warning entry and result in judicial or non-judicial actions.

8. This notification shall be sent to Navy Personnel Command for entry into your permanent service record. No additional written notification need be issued to execute the administrative actions specified in this document.

\_\_\_\_\_  
Commanding Officer

- - - - -  
From: Rank, Name, (Corps), USN(R), (SSN/Designator)  
To: Commanding Officer, COMMAND

☐ I acknowledge receipt of the above letter and understand its contents.

**FOR OFFICIAL USE ONLY (When Filled In)**

**FOR OFFICIAL USE ONLY (When Filled In)**

Subj: NOTIFICATION OF PHYSICAL FITNESS ASSESSMENT (PFA) FAILURE  
WITH ADVERSE ACTION

☐ I understand that this is my formal notification of PFA failure.

☐ I understand that since this letter can be considered adverse and placed in my permanent service record, I have the right to submit a statement in response (initial one below).

\_\_\_\_\_ I intend to submit a statement. I will submit my statement within 10 days of this date.

\_\_\_\_\_ I do not intend to submit a statement.

\_\_\_\_\_  
Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness's Signature

\_\_\_\_\_  
Date

Copy to:  
NAVPERSCOM (PERS-834)

**FOR OFFICIAL USE ONLY (When Filled In)**